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# DIA INFO Reports with Enclosures

Suggested Flow

Implemented Photo Section  
May 68

DIA IR  
WITH PHOTO  
ENCLOSURE

ACQUISITIONS  
DISSEMINATION  
DIVISION

1-2 days

Photo Section  
DISO

1-5 working days

Approval by  
S Geo Div  
Pence on Panel

5 working days

IR with  
Enclosure

Hold on Panel 1 week  
ANALYSTS Review, Select and MARK.

ISG -  
Area  
Division

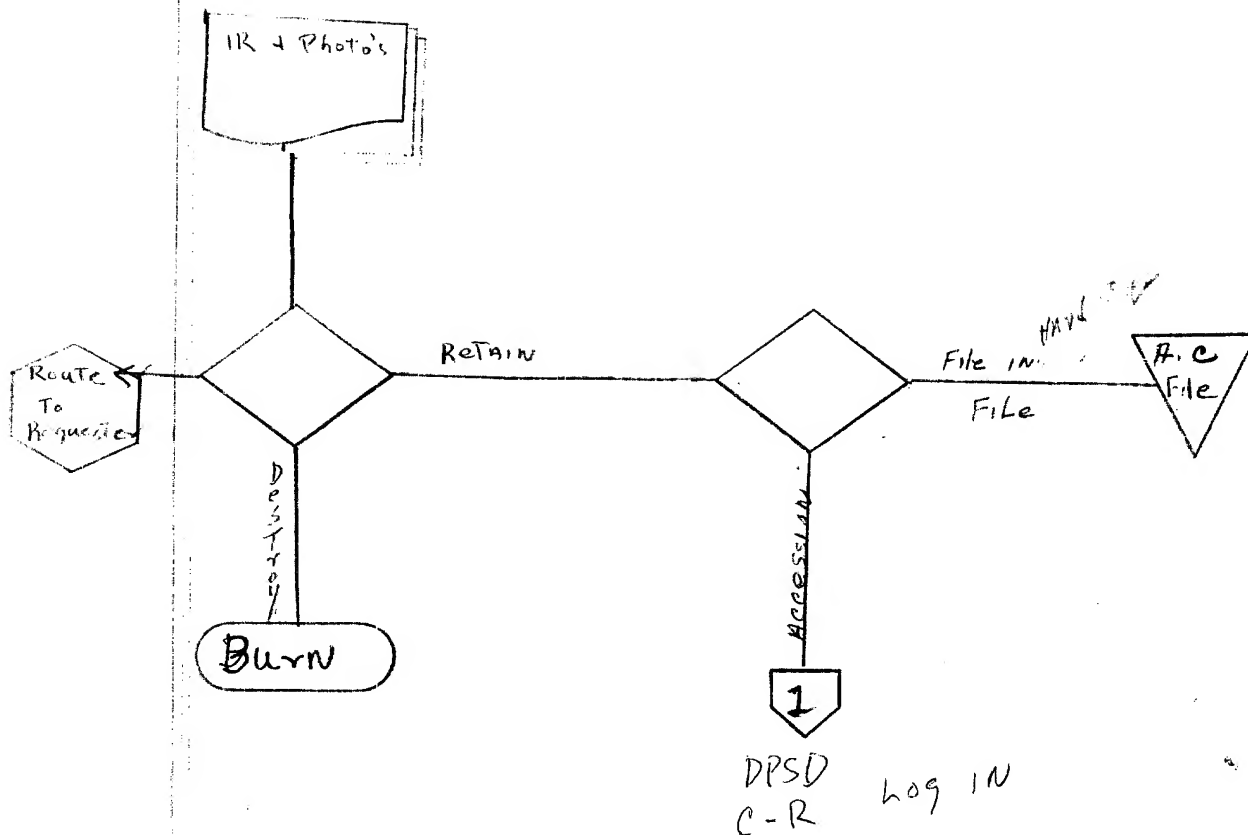
1. P.S. will send ALL IR'S To Appropriate  
ISG Area Division For Review, ISG  
will notify Photo Section of need for

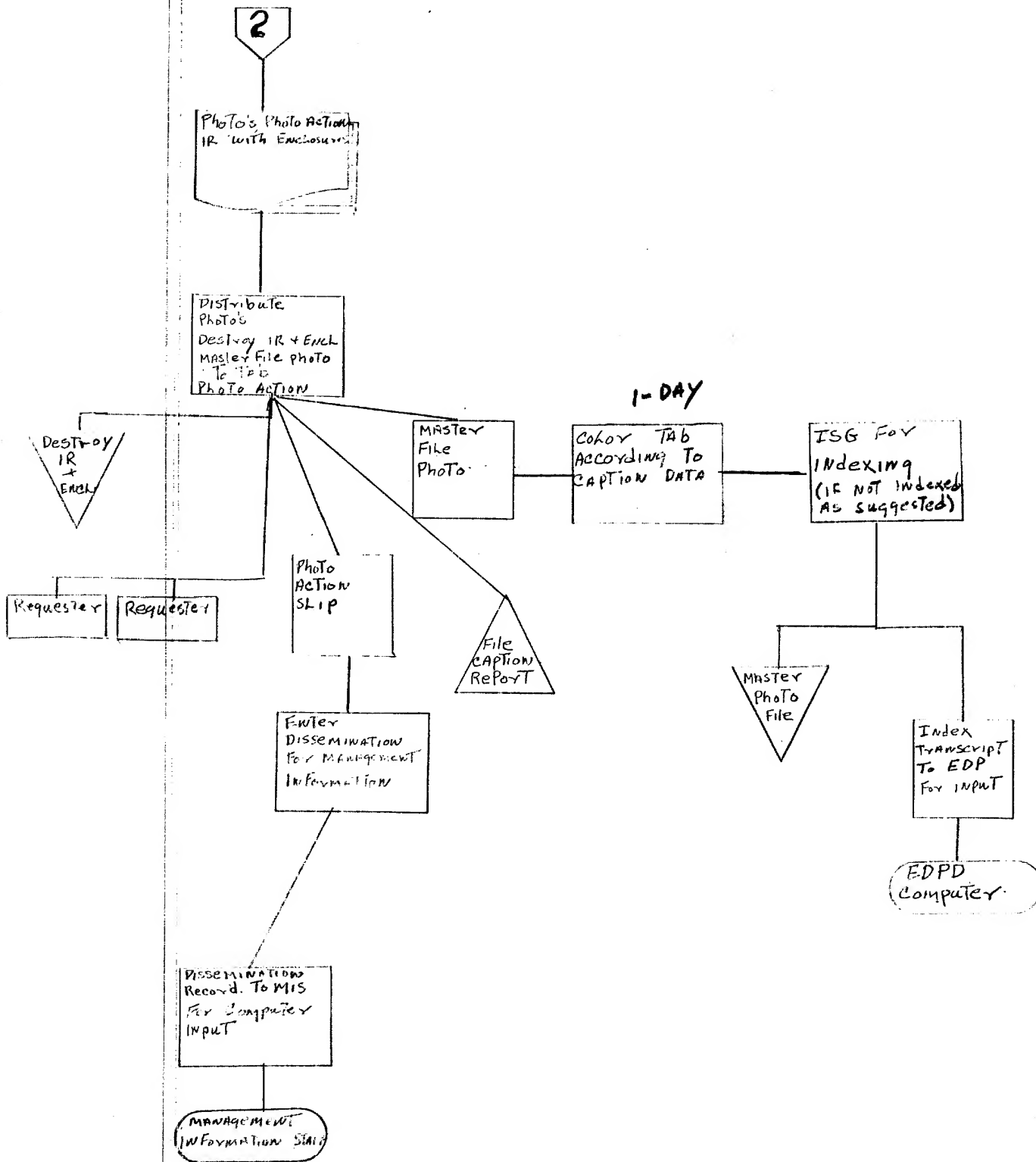
DIA review(s)  
completed.

②  
by A NON-ISG  
COMPONENT

2 IF IR IS NOT requested IT MAY be retained, Destroyed or Accessioned by ISG, without Further Action. IF IR IS OF NO interest but has been requested ISG will route To requester.

3, Photo Section will order Additional Copies of IR photo's To Fill request or For use of ISG, ~~whichever ISG desires~~ upon receipt of request From ISG.

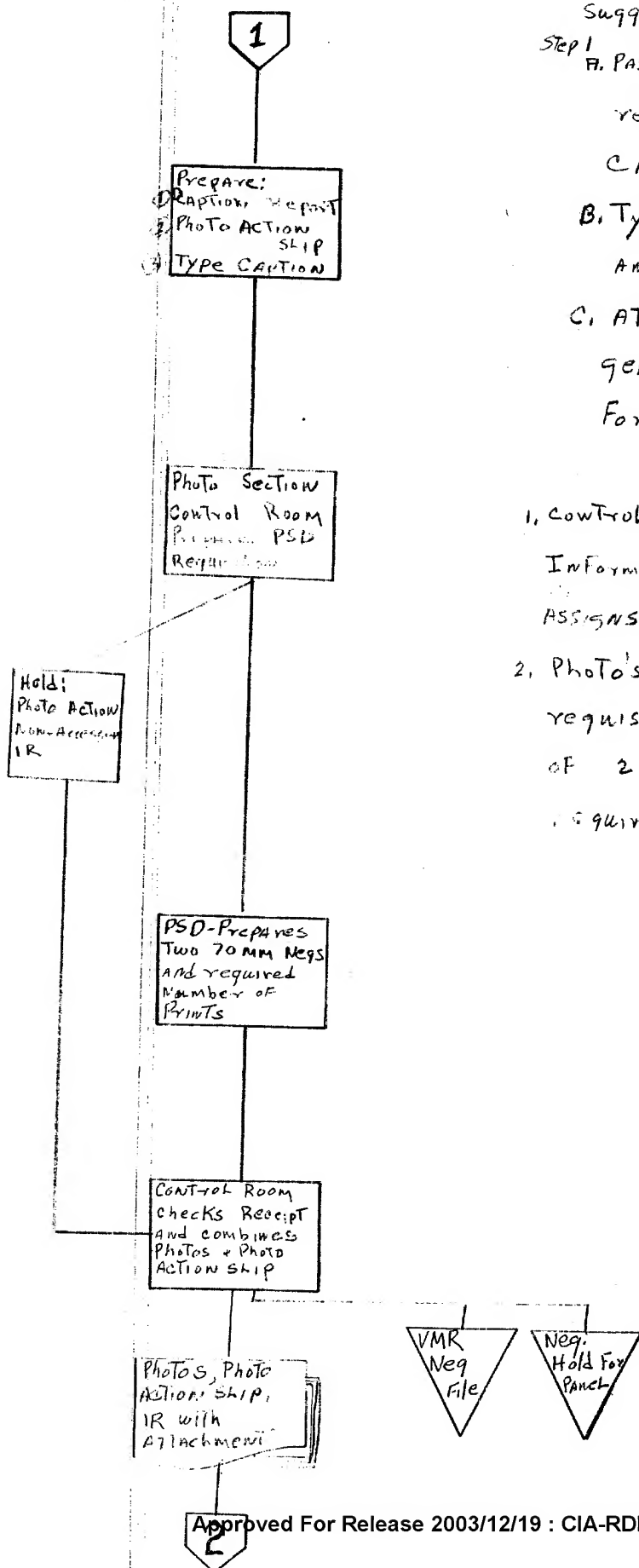




Suggestion:

Step 1

A. PASS To Indexer To Enter

required Subject codes IN  
Caption report Form.B. Type CAPTION with subject codes  
And Keyword description.C. AT Time OF Typing CAPTION  
generate computer input IN  
Form OF MAG Tape.1. CONTROL SEPARATES - Non-Accessioned Photos,  
Information Report, Photo Action Slip  
ASSIGNS CONTROL AND Holds2. Photo's with CAPTION AND  
requisition To PSD For Preparation  
OF 2 70mm Negatives AND  
required number OF Prints

MAIL +  
Control

1 hr

Photo  
Section

1 hr

Control  
Room

4 hr

ISG

10 working Days

Control  
Room

1 day

PSD

7-10 days

Control

4 hrs

Photo  
Section

6-11 work Days

ISG

USSR/  
China/ only ones indexing

25X1

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	UNCLASSIFIED		CONFIDENTIAL		SECRET
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1					
2					
3					
4					
5					
6					
	ACTION.		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
<b>Remarks:</b> <i>Flow of photos - Due 15 Aug</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
	UNCLASSIFIED		CONFIDENTIAL		SECRET

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